

## Town Meeting How To's

### How to Speak at the Meeting:

- Approach a pro, con or question microphone
- Wait for the Moderator to recognize you
- Say "Thank you Mr. Moderator," then state your name and street
- Make your statement or ask your question

### How to Call the Question / Make a Motion to End Debate

- Follow steps on How to Speak at the Meeting
- When recognized, say "I move the previous question"
- Requires a second, is non-debatable and requires a 2/3 vote to pass
- If it passes, voting on the article or amendment takes place. If not, debate continues.

### How to Make an Amendment:

- An amendment may consist of adding, deleting or substituting words in the motion to be amended
- Must be relevant to the article
- Requires a majority to pass
- It's best to put the amendment in writing, it may require review by town counsel

### Point of Order:

- A question in the form of an assertion – so important as to interrupt the speaker
- Call out "Point of Order" and remain silent until the moderator says "Please state your point of order"
- Reasons to raise the question of a point of order:
  - Is the speaker entitled to the floor?
  - Is what the speaker is saying or proposing indecorous, frivolous, irrelevant, illegal or contrary to proper procedure?
  - Can the speaker be heard?

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### How to Make an Amendment:

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- Must be within the four corners of the article
- Requires a majority to pass
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## Commonly Used Motions

### Motions that require a majority vote to pass:

#### Debatable and amendable unless noted

- Most business before the meeting
- Amend
- Postpone an article to time certain
- Postpone indefinitely (debatable, not amendable)
- Fix the time to adjourn (until the next session)
- Dissolve the meeting (not debatable or amendable)

### Motions that are not debatable, not amendable and require 2/3 vote to pass:

- Lay on the Table
- Previous Question
- Limit Debate

### Motions that are debatable, may be amendable and require 2/3 vote to pass:

- Bonding / incur debt
- Zoning changes

*The higher threshold is set since others' rights are limited in some way: not to speak, to be responsible for paying debt, or to limit or change the allowable uses of land.*

### Motion to reconsider a voted article:

- Debatable
- Not amendable
- 2/3 vote the same night; ¾ vote plus public posting on ensuing nights (Town Bylaw)

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